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| PPMP YEAR |  | DATE SUBMITTED |  |
| REQUESTING OFFICE / COLLEGE / UNIT | | |  |

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| **ITEM NO.** | **ITEM AND DESCRIPTION** | **QTY** | **PURPOSE** | **ACCOUNTABLE PERSON** |
| COMPUTERS | | | | |
| 1 | **OFFICE COMPUTER**  - Desktop computer intended for office productivity applications such as Microsoft Office, PDF Viewers, basic photo editing software and internet browsing. |  |  |  |
| 2 | **LABORATORY COMPUTER**  -Intended for running basic virtual simulation computer laboratory applications. |  |  |  |
| 3 | **HIGH PERFORMANCE COMPUTER**  -Desktop computer intended for resource-intensive programs, such as video rendering, 3D modeling, graphics manipulation, virtual simulations, and multi-tasking applications.  \*If requesting a high-performance PC, provide justification (utility) and system requirements. |  |  |  |
| 3 | **OFFICE LAPTOP**  -Portable computer intended for office productivity applications such as Microsoft Office, PDF Viewers, basic photo editing software and internet browsing. |  |  |  |
| STORAGE DEVICES | | | | |
| 4 | **PORTABLE STORAGE DRIVE**  -Portable storage device that can hold different type files offline. Default allocated space is 500GB. |  |  |  |
| MULTIMEDIA PROEJCTORS | | | | |
| 5 | **PROJECTOR**  -Device used in displaying presentations, images, or videos on a flat surface. |  |  |  |
| PRINTERS & SCANNERS | | | | |
| 6 | **SINGLE-FUNCTION PRINTER (MONOCHROME)**  -Printers that has only print function, without scanning or copying capabilities. |  |  |  |
| 7 | **MULTI-FUNCTION PRINTER (MONOCHROME)**  -Printers that multiple functions that can print, scan, and copy documents. |  |  |  |
| 8 | **DESKTOP SCANNER**  - Dedicated scanner for digitizing multiple-page document. |  |  |  |
| MULTIMEDIA ACCESSORIES | | | | |
| 9 | **HEADSET / HEADPHONE**  -an accessory used in communications such virtual meetings or classes. |  |  |  |
| 10 | **WEB CAMERA**  -an accessory used in captures and streams live video feed and audio over the internet |  |  |  |
| OTHERS  -Write down items to be requested that are not on the list  -Provide / attach technical specifications of the product  -If specifications cannot be determined, kindly provide the specific model of the product | | | | |
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\*Properly fill up the form, Use separate sheets if necessary.

\*Only I.T. Equipment should be listed in this form

\*Submitted requests are subjected for evaluation and approval of the PPMP Committee

Prepared by: Noted:

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College Dean / Head of Office